

# Eliminating a Position

## User Guide

<b>User Guide Purpose:</b>	<p>Eliminating a Position after it has been deleted from the Hierarchy. Eliminating a position means to “end date” it so that it stops appearing as a vacancy.</p> <p><b>NOTES:</b> A position that was inadvertently created and not previously encumbered or used in an RPA should be purged. Please see Purge a Position User Guide.</p> <p>A position which was inadvertently created and was previously used in an RPA that needs to be removed should be deleted. Please see Delete a Position User Guide.</p>
----------------------------	--

# Eliminating a Position

The position must be removed from the hierarchy prior to eliminating

Navigate to the vacant position

Position: 02-JUN-2013

Name: IT Specialist (Systems Development).GS03.00M2886.013.013130.C

☐ Open ☐ Under Review ☐ Approved Future Actions

Position Details | Hiring Information | Work Terms | Additional Detail | Budgets

Start Date: 12-AUG-2012

Date Effective Name: IT Specialist (Systems Development).GS03.00M2886.013.013130.C

Type: Single Incumbent ☒ Permanent ☐ Seasonal

Organization & Job

Organization: APGA

Job: 2210.Information Technology Management

Proposed End Date:

Hiring Status

Status: Active Start Date: 12-AUG-2012 Proposed End Date:

Location: 110010001 Status: Valid

Effective Dates From: 12-AUG-2012 To: Further Info: [ ]

Buttons: Validate(Z), Occupancy, Extra Information, Reporting To, Others...

Remember to verify that you are on the correct date. If the date is not displayed, you are on system date (today's) and may need to date track as needed.

Position: 15-MAR-2013

Click in the Hiring Status Field and select 'Eliminated' from the List of Values

Position: 15-MAR-2013

Name: IT Specialist (Systems Development).GS03.00M2886.013.013130.C

☐ Open ☐ Under Review ☐ Approved Future Actions

Position Details | Hiring Information | Work Terms | Additional Detail | Budgets

Start Date: 12-AUG-2012

Date Effective Name: IT Specialist (Systems Development).GS03.00M2886.013.013130.C

Type: Single Incumbent ☒ Permanent ☐ Seasonal

Organization & Job

Organization: APG

Job: 2210.Information Technology Management

Proposed End Date:

Hiring Status

Status: Active Availability Status: ☒ Invalid

Location: 110010001

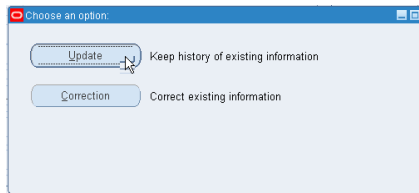
Effective Dates From: 30-JUN-2013 To: Further Info: [ ]

Buttons: Validate(Z), Occ, Reporting To, Others...

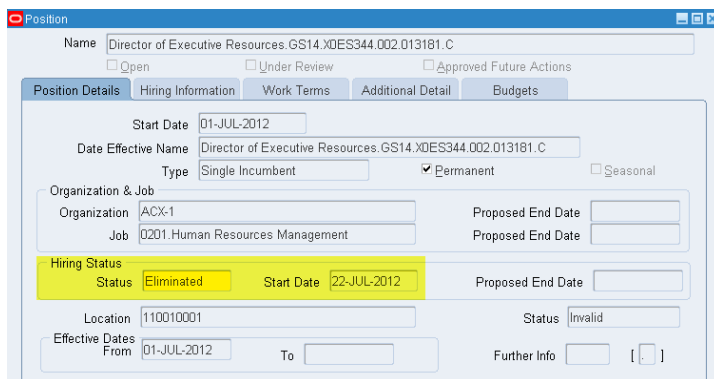
Availability Status dropdown menu:

- Active
- Eliminated
- Replaced

A “Choose an option” window opens. Click the “Update”  button.



The “Position” window now shows a Hiring Status of “Eliminated”. Click “Save”  icon.



Position

Name: Director of Executive Resources.GS14.XDES344.002.013181.C

☐ Open ☐ Under Review ☐ Approved Future Actions

Position Details Hiring Information Work Terms Additional Detail Budgets

Start Date: 01-JUL-2012

Date Effective Name: Director of Executive Resources.GS14.XDES344.002.013181.C

Type: Single Incumbent ☒ Permanent ☐ Seasonal

Organization & Job

Organization: ACX-1 Proposed End Date:

Job: 0201.Human Resources Management Proposed End Date:

Hiring Status

Status: Eliminated Start Date: 22-JUL-2012 Proposed End Date:

Location: 110010001 Status: Invalid

Effective Dates From: 01-JUL-2012 To: Further Info: [ ]

In the lower left-hand corner, you will see a message to confirm the transaction has completed.

FRM-40400: Transaction complete: 1 records applied and saved.

You have now eliminated the position from CHRIS.